LG-NORTEL systems

LG-Nortel Voicemail (VMIBE) User Guide

LDP7016	LDP7024	LDP7024 Large Display

RECORDING YOUR PERSONAL GREETING

To record your greeting

Press the **[TRANS/PGM]** button and select option **[6] ANNOUNCMENT** followed by option **[1] REC USER GREETING**.

2. You will be prompted to press **#** to record your greeting

3. When you have finished recording press **HOLD/SAVE** or **OK** button when finished.

To erase your greeting

Press the **TRANS/PGM** button, select option **[6] ANNOUNCEMENT** followed by option **[6] ERASE USER GREETING**

FORWARDING CALLS TO YOUR PERSONAL MESSAGE

To forward calls

1. Press the **[SPEAKER]** button.

2. Press the **[DND/FWD]** button or FWD softkey

3. Dial a single digit for the forward type (See Below).

4. Dial **#** for VMIBE

To remove your forward

Press the **[SPEAKER]** button, press the **[DND/FWD]** button and Dial #

FORWARD TYPES:

*1 - **UNCONDITIONAL** (Calls automatically routed to VMIBE greeting. Your phone will not ring)*

*2 - **BUSY** (Calls will only route to your VMIBE greeting when you are on a call)*

*3 - **NO ANSWER** (Calls will only route to your VMIBE greeting when you do not answer)*

*4 - **BUSY/NO ANSWER** (Combination of 2 & 1)*

RETRIEVING YOUR MESSAGES

If you have a message your **CALL BK** button will be flashing and the handset display will show that there is a new message.

1. Press the **[CALL BK]** button

2. You will hear the message number prompt followed by the Time & Date Stamp.

3. To delete the message press the **[CONF]** button.

4. To save the message you are listening to press the **[HOLD/SAVE]** button.

5. To repeat the message press the **[CALL BK]** button

6. To forward the message to a colleague either dial a **FLEX KEY** with the number or the recipient programmed under it or dial their extension number (**NOTE:** *you can press the **SOFT KEY** with **ADD** above it to record an additional message before forwarding a message*)

7. To rewind the message use the **SOFT KEY** with **REWIND** above it to skip back in the message

8. To initiate a call to the original caller press the **SOFT KEY** with **CALL BACK** above it.